



Job Announcement

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Opening Date:	January 14, 2011	Closing Date:	Open Until Filled
Job Title:	Executive Director	Position Type:	At-Will
PIN:	067983	FLSA Status:	Exempt
Location:	Court of Appeals - Judicial Institute Annapolis, Maryland	Entry Salary Range:	\$84,883 - \$91,902
		Financial Disclosure:	Yes

Regular State employees subject to promotion/demotion policy

Essential Functions: The Executive Director is responsible for the implementation and directives of the Judicial Institute's policies, procedures and programs and serves at the pleasure of the Chair of the Board of Directors of the Judicial Institute. The duties include the following: directing and overseeing the planning and development of the educational component of Judicial Institute programs, New Trial Judge Orientation, the Advanced Science and Technology Adjudication Resource Project (ASTAR) and statewide judicial conferences; conducting ongoing strategic planning regarding the training and administrative needs of the Judicial Institute; directing Judicial Institute programs by performing ongoing needs assessments, analyzing needs assessments and developing, revising and implementing program curriculum based on analysis; monitoring and analyzing federal and state legislation; determining potential impact on the Judicial Institute and ASTAR programs and implementing appropriate actions; developing and implementing strategies to communicate policies and procedures; identifying specific learning objectives for educational programs, based on needs assessments and identified goals; preparing and monitoring Judicial Institute and ASTAR budgets and authorizing budgeted expenditures; identifying potential funding sources for programs, projects and services; developing and preparing Judicial Institute reports; managing and directing development and revisions of the annual judicial education training course catalog and other publications; recruiting faculty; representing the Judicial Institute and ASTAR programs at local and national meetings, other entities within the Maryland Judiciary and other state agencies, departments, law schools and bar associations; supervising assigned staff; enhancing traditional education concepts by incorporating blended learning methodologies, (e.g. video on demand, distance learning, webinars) for the enrichment of the Judicial Institute programs and participants.

Education: Bachelor's degree from an accredited college or university.

Experience: Minimum of eight years experience in developing, administering and delivering instructional programs for adults. Four years of experience supervising professional staff.

Preferred: Juris Doctorate. Work experience in a legal environment.

Skills/Abilities: Knowledge of adult learning principles and methods. Knowledge of needs assessment strategies. Knowledge of curriculum development methods. Knowledge of presentation techniques. Knowledge of analytical procedures and techniques and mathematical concepts used in developing and monitoring budgets and grants. Knowledge of human resources principle and practices. Skill in the use of technology in the delivery of educational services. Ability to conduct needs assessments. Ability to analyze and synthesize complex information. Ability to define adult learning objectives. Ability to establish and maintain effective relationships with supervisor, co-workers, judges, attorneys, other staff and the public. Ability to communicate effectively both verbally and in writing. Ability to supervise staff. Ability to perform all essential functions of the position.

Please submit a Judiciary application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN and location. Materials must be received at the address below. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Avenue
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.